

California Department of Transportation



Project Development Procedures Manual

7th Edition

January 1, 1997



STATE OF CALIFORNIA
Department of Transportation
Design and Local Programs

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Foreword

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This is the seventh edition of the *Project Development Procedures Manual* (PDPM). It provides the functional framework of policies and procedures for the structured task, sub-task approach described in the *Project Development Workflow Tasks Manual*.

The PDPM describes the procedures for State highway project development. These instructions, with references contained herein, supersede all previously issued instructions.

The manual was prepared primarily for the Project Engineer (PE) and the Project Manager (PM), or other professional, as appropriate in the various functional areas, in "responsible charge" of project development. Although this manual and other manuals and policies provide standards and guidelines, projects must be developed by the proper application of these standards and procedures, guided by good judgment.

The PDPM consists of three Parts and Appendices. Part 1 contains general information. Part 2 describes the project development process in a chronological manner. Part 3 contains specific project development procedures of specialized nature. Appendices A through Q contain guidelines for various project development reports while Appendices AA through MM contain all other items that do not conveniently fit in the text of the manual.

The PDPM will be updated on the Internet and can be accessed through the Caltrans home page. Manual holders can subscribe, on the Internet, and receive notification of any changes when they occur. Paper copies of changes will not be available, although anyone who access the PDPM on the Internet can arrange on their own to have a paper copy made.

If a paper copy is maintained by the manual holder, it is important for the manual holder to maintain and use an up-to-date manual. This will insure proper reference to the latest policies and procedures. Responsibility for keeping the manual current belongs to the holder of the manual. One type of update is used - a "Manual Change Transmittal" - published with each change to this edition and will be available on the Internet. This form should be kept in the front of the manual, immediately after the title page.

When using this new manual you may find that additional information is desired on certain specific topics. If this is the case please bring this to the attention of the Design and Local Programs Program (DLPP). Suggestions are invited for improvement of the instructions and the economy of the work. The form, "Proposed Revision to Project Development Procedures Manual", should be used for this purpose.

Proposed Revision to Project Development Procedures Manual

PROPOSED BY:

Name _____ *Date* _____

_____ *Unit, Department, Organization, etc.* _____ *Phone Number* _____

_____ *FAX Number* _____

SUBJECT OF PROPOSED REVISION: _____**REASON FOR PROPOSED REVISION:****LOCATION(S) OF PDPM AFFECTED BY PROPOSED REVISION:**

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RECOMMENDED ACTION: _____ PROCEED WITH PREPARATION OF DRAFT REVISION
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Project Development Procedures Manual (PDPM)

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GENERAL INFORMATION

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THE PROJECT DEVELOPMENT PROCESS

How Part Two is Organized

Part 2 of this manual discusses the general project development process, from project initiation (Milestone 000) to project completion (Milestone 700). Chapter 8 provides an overview of the process. In particular, Chapter 8, Section 2, provides an overview of the project development process with respect to the Major PYPSCAN Milestones. Each of the remaining chapters in Part 2 describes major events or phases in the process and is introduced by a brief explanation and flowchart illustrating where it fits in the sequence of PYPSCAN Milestones.

Actual forms, outlines, reports, and exhibits related to each discussion are referenced and located in the Appendices.

Part 3

SPECIFIC PROJECT DEVELOPMENT PROCEDURES

How Part Three is Organized

Each chapter in Part 3 of this manual provides greater detail on specific project development procedures that were discussed in Part 2 or deal with subjects that are not related to a specific project. Actual forms, outlines, reports, and exhibits related to each discussion are referenced and located in the Appendices.

Appendices A-Q

PROJECT DEVELOPMENT INITIATION AND APPROVAL REPORTS

Preface

Contents

Appendices A-Q contain the preparation guidelines and report outlines or forms for the various reports that serve as either project initiation documents or project approval documents, or both. These documents are referenced in Parts 2 and 3 of the manual.

DLPP Document Format

Some of the documents in these appendices are designed and administered by the Caltrans' Design and Local Programs Program (DLPP). DLPP takes responsibility for seeing that the *Project Development Procedures Manual* (PDPM) contains a current copy and guidelines for these documents. A full-size reproduction of the document has been squeezed onto the PDPM page, leaving just enough room to print the standard PDPM document information at the bottom of the page. Most of the DLPP documents are recognizable by their page header, which contains the title of the document.

Format for Other Documents

The other documents in these appendices were created and are administered by other organizations in Caltrans. While DLPP may have written guidelines for some of these documents, DLPP does not maintain current, computerized files for them; it is recommended that the administering organization be contacted for questions regarding currency or availability of such documents.

Caltrans Metric Symbol



The Caltrans Metric Symbol was developed to assist in quick identification of metric products produced during Caltrans' period of conversion to the metric system. The metric symbol should be placed in a prominent place on the title sheet or front cover of all technical reports that utilize metric units. The use of the metric symbol will be dropped after September 30, 2000, when the conversion is scheduled for completion. The symbol is available in various computer formats from Headquarters and District Office Engineers.

The Department will also transition from a post mile reference system to a Kilometer reference system. To obtain the new Kilometer Post (KP), simply multiply the post mile by 1.6093. All existing equations and prefixes must be retained as well as the convention of restarting at county boundaries. During the transition period, technical reports should include both post miles and Kilometer Posts for quick reference to databases which may store one or the other reference systems.

Appendices AA-MM

PROJECT DEVELOPMENT FORMS AND LETTERS

plus

POLICY AND PROCEDURE DOCUMENTS

Preface

Contents

Appendices AA-MM contain items that have been removed from Parts 1, 2 and 3 in order to allow smoother reading, excepting the project development reports included in Appendices A-Q. These documents include various forms, sample letters, policy and procedure documents, etc. These documents are referenced in Parts 1, 2 and 3 of the manual.

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